



Memorandum

To: Justice Information Board Members and Designees
From: Brian LeDuc, Program Director
Date: 7/19/2004
Re: Report of the Program Director – June 16—July 19, 2004

Summary Offender Profile

The Project Manager for the pilot deployment of SOP presented an initial report to the Technical Advisory Group on July 16. Although users were generally positive in their assessment of SOP's potential, connectivity problems during the pilot, along with incomplete user documentation, demand action before we proceed further. Templar Corporation, the system developer, has agreed to conduct a full set of functional testing. I will also work with Templar to update the "Quick Start Guide," which is designed to help new users with the application. When these tasks are completed, I will organize another pilot deployment effort.

Although SOP has excellent potential as a service to the JIN community, it is equally clear that the same data must be delivered in different ways—by system-to-system exchanges and through simpler query methods in a secure and efficient manner. Building on the operational model established for the JIN Program Office by SOP will be the focus of my upcoming request for proposals (RFP), a summary of which is set forth in Attachment A.

Strategic Plan

I have revised the JIN Strategic Plan to reflect two options for funding the JIN Program Office. A summary of the two budgets, along with breakdowns of how responsibilities would be assigned under the two scenarios, is set forth at Attachment B, which also includes basic information about the Plan's recommendations and contents. I have also included a draft of the full Plan with the meeting materials. I welcome any comments that JIN Board members or interested observers may have.

Additionally, I would like to solicit an individual letter of support for the JIN budget request from each of the offices represented by the Board. The purpose of compiling these letters is to demonstrate the widespread and sustained commitment to the JIN mission held by its constituent agencies. Proposed text for the letter is set forth at Attachment C.

Federal Grants Support for JIN Program Office

The Byrne Grant for FY 2004 includes funding for 0.25 FTE to support the Data Standards and Architecture Committee. The person who is currently filling this role, based at OFM, manages the JIN list serv and has worked on validating the information exchanges assembled by MTG in 2002. I will assume the former task, which currently consumes about an hour per week. The latter task has stalled, and no significant work has been completed over the last few months. The person responsible for this work has taken a new position, and I believe that the .25 FTE should be directed toward building the JIN Portfolio, one of the key tasks set out in the Strategic Plan. The JIN portfolio would—consistent with the role of the Program Office as a knowledge management center—provide an inventory of integration projects statewide, which will help to leverage existing work and to promote harmony with similar efforts throughout the JIN community. This model is envisioned as appropriately consistent with and informed by, the standards for IT portfolios set forth by the ISB (<http://www.dis.wa.gov/portfolio/>), whose guidelines regarding the contents of an IT portfolio are set out below:

Included in the IT portfolio is information about an agency's:

- Mission, strategies, programs, and business processes
- Installed hardware, software, and networks and physical facilities
- Technical management and staff capabilities
- Applications that support agency programs and business processes
- Partnerships or interfaces with other organizations
- Current and planned projects
- Cost and benefits of current and planned investments
- Problems and opportunities involving IT

The work could be accomplished by personal service contract, or through an agreement with OFM, but I believe that it should be pursued under the direction of the JIN Program Office and the Board.

ATTACHMENT A

SUMMARY OF FY2004 BYRNE GRANT STATEMENT OF WORK

1.0 Purpose

The goal of the RFP is to assist the Board in designing a secure and efficient Justice Information Network (JIN) (Part 1) and to build and deploy a consolidated query of justice information (Part 2):

Part 1

- What are the network security and performance requirements of the justice community?
- How should justice information move physically and logically across the network?
- How should network security be managed?

Part 2

- Design and deploy a standards and service-based query tool for public information that allows for identification of suspects and provides consolidated history for known individuals.

2.1 Network Design (part 1)

The focus of Part 1 is to assess the performance and needs of the JIN community based on current use of the Inter-Governmental Network (IGN), State Government Network (SGN) and the Internet. In addition, the Board seeks to review the current security design and to develop a security model to meet user, legal and procedural requirements. The following objectives are expected from this effort.

- Identifying and gathering requirements from JIN constituents;
- Developing an “as is” network architecture model following ISB standards.
- Developing a “to be” network model and facilitating discussions with DIS, Technical Advisory Group, Justice Information Board, as necessary.
- Assessing costs saved or added as a result of implementation of the proposed infrastructure, including those related to network hardware, software and staffing.
- Developing cost and scheduling projections for implementation of the proposed network model, including those related to implementation and use.

2.2 Consolidated Criminal History Queries

Contractor shall, in a manner consistent with the JIN Technology and Design Principles, develop two web-based query services. These services will provide information from AOC, DOC, DOL and WSP. The first service will, based on limited biographical information, identify possible matches from state repositories of information. The second will, based on a unique identifier, provide a comprehensive summary of the subject's interaction with the state. Both queries should be designed in a fashion to be delivered through the JIN website or on a system-to-system basis.

Justice Information Network 2005-2007 Strategic Plan Version 0.3 (DRAFT)



JUSTICE INFORMATION NETWORK

Serving the justice community in Washington
www.jin.wa.gov

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A	JIN ACT 2003
B	Justice Integration Timeline
C	Network Infrastructure Request for Proposals
D	Equarius/Microsoft Proof of Concept
E	Online Business Systems/Sonic Proof of Concept
F	JIN Portfolio

Recommendations Summary

The following is a summary of the recommendations for future action contained in this report:

- Develop a means to make state and local data sources available to all members of the justice community in compliance with established legal and security requirements
- Empower the JIN Program Office to serve as a knowledge center for justice integration in Washington
- Develop a secure Internet site for access to justice information
- Develop an inventory of state and local IT systems, current and planned projects relating to integration
- Recommend that automation or integration projects in the justice community conform to a fully-developed set of JIN Technology and Design Principles
- Develop an operational plan and budget for Summary Offender Profile

**Justice Information Network Program Office
Budget Projection for 05-07 Biennium (Option 1)**

	FY06	FY07	Total
<u>Operating Expenses</u>			
Salary & Benefits (3 FTEs))	\$238,000	\$238,000	\$476,000
Travel Expenses (Program Office)	\$2,400	\$2,400	\$4,800
Travel Expenses (Board Meetings)	\$3,000	\$3,000	\$6,000
Summary Offender Profile Hosting	\$150,000	\$150,000	\$300,000
TOTAL OPERATING EXPENSES	\$393,400	\$393,400	\$786,800

JIN Program Office (Option 1)

Role	Responsibility	FTE	Funded By
Program Director	Chief Executive Officer for Justice Information Board Prepare strategic plans and budgets for integration projects Research and aggressively seek funding; Coordinate technical staff in support of JIN projects and applications; Prepare and implement a communications plan; Coordinate JIN project activities; Support subcommittees and workgroups Update RCW charge table	1.0	State budget
Technology	Maintain JIN technical standards	1.0	State budget
Communications	Develop and maintain JIN website Build JIN knowledge base Produce JIN newsletter Oversee awareness efforts Identify and circulate grant opportunities Grant writing assistance	1.0	State budget
Procurement / Legal	Provide assistance with contracts, agreements Review software licensing agreements Research and counsel	0.1	DIS
Finance	Budget assistance	0.1	DIS
Administrative	Manage Director's schedule and cost center;	0.3	DIS

**Justice Information Network Program Office
Budget Projection for 05-07 Biennium (Option 2)**

	FY06	FY07	Total
<u>Operating Expenses</u>			
Salary & Benefits (Program Dir.)	104,000	104,000	208,000
Travel Expenses (Program Office)	2,400	2,400	4,800
Travel Expenses (Board Meetings)	3,000	3,000	6,000
Summary Offender Profile Hosting	150,000	150,000	300,000
Personal Service Contracts*	334,080	334,080	668,160
TOTAL OPERATING EXPENSES	593,480	593,480	1,186,960

JIN Program Office (Option 2)

Role	Responsibility	FTE	Funded By	Annual Cost*
Technology Officer	Maintain JIN technical standards Develop and maintain JIN portfolio	0.4	State budget (PSC)	\$83,520
Project Manager	Manage JIN projects (SOP, network) Oversee support operations Develop and maintain services	0.25	State budget (PSC)	\$52,200
Communications	Develop and maintain JIN website Build JIN knowledge base Produce JIN newsletter Oversee awareness efforts	0.5	State budget (PSC)	\$104,400
Grants	Identify and circulate grant opportunities Grant writing assistance	0.2	State budget (PSC)	\$41,760
Technical Support	Support Summary Offender Profile, other pro	0.25	State budget (PSC)	\$52,200
Procurement / Legal	Provide assistance with contracts, agreements Review software licensing agreements Research and counsel	0.1	DIS	
Finance	Budget assistance	0.1	DIS	
Administrative Support	Manage Director's schedule and cost center; General administrative support; Manage List Serv.	0.3	DIS	

*Estimates based on \$100/hour, 174 hours/month

August 2004

I am writing to express my support for the Justice Information Network (JIN) budget request that was submitted by the Department of Information Services for the 2005-07 biennium. I believe that the Integrated Justice Information Board has put together an ambitious but realistic plan to fulfill its mission to improve public safety by providing criminal justice practitioners with complete, timely and accurate information, and to improve operating efficiency by facilitating the integration of disparate systems throughout the state.

This plan will benefit both state and local entities, while at the same time ultimately reducing costs and improving efficiency statewide. My organization will particularly benefit through [insert specific benefit or ask me to do it].

The JIN has made measurable progress since the law creating the Board was signed by Governor Locke last summer. Approval of the budget request, which the Board has already endorsed, will help build on the positive momentum that has been generated over the past year and keep the integration plans for the state moving forward in a manner that has tangible benefits for the justice community and the citizens of Washington.

Sincerely,